

Office of Contracting and Procurement

www.ocp.dc.gov

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$12,634,462	\$12,097,571	-4.2

The mission of the Office of Contracting and Procurement (OCP) is to provide contracting services to agencies for the delivery of quality goods and services to the residents of the District of Columbia in a timely and cost-effective manner.

The OCP was established in 1996 by the Procurement Reform Act and serves as the District government's one-stop, centralized procurement agency. OCP is made up of a community of business professionals to provide clients with goods and services easily, legally, effectively and with timeliness. We actively part-

ner with our process partners to ensure that services are delivered and that procurement outcomes meet customer needs. We purchase goods and services including professional services, information technology, custodial services, food services, security services, utilities, and various capital goods. The OCP has an annual budget of more than \$12 million, and has an authorized FTE ceiling of 168 full-time equivalent positions. In addition, the OCP infrastructure includes 3 clusters that specialize in goods and services needed by the health and human services agencies, public safety agencies and capital projects District-wide. OCP also has specialized support units for legal and regulatory compliance, business operations, human resources and training, personal property, purchasing technologies, and Local Small Disadvantaged Business Enterprises (LSDBE).

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By 2005, the average processing time for awarding small purchases is 9 days or less.
- By 2005, the average processing time for awarding Invitation For Bid and Request for

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Purchase cards have been distributed to 44 agencies, resulting in \$22.3 million in micro-purchases, and 45,000 card transactions.

The percentage of contracts approved within five days was increased from 71 percent to 87 percent.

Three commodity buying groups have been successfully implemented: capital projects, information technology, and Homeland Security.

Procurement training has been provided to more than 900 non-OCP District employees in basic procurement, Contracting Officer's Technical Training (COTR), as well as other subject areas.

Where the Money Comes From

Table PO0-1 shows the sources of funding for the Office of Contracting and Procurement.

Table PO0-1

FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	12,717	12,999	12,389	11,682	-708	-5.7
Total for General Fund	12,717	12,999	12,389	11,682	-708	-5.7
Intra-District Fund	118	1,693	245	416	171	69.8
Total for Intra-District Funds	118	1,693	245	416	171	69.8
Gross Funds	12,836	14,693	12,634	12,098	-537	-4.2

How the Money is Allocated

Tables PO0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table PO0-2

FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	8,628	8,711	9,260	9,242	-17	-0.2
12 Regular Pay - Other	4	142	0	0	0	0.0
13 Additional Gross Pay	187	57	100	0	-100	-100.0
14 Fringe Benefits - Curr Personnel	1,496	1,507	1,432	1,499	68	4.7
15 Overtime Pay	0	7	0	0	0	0.0
Subtotal Personal Services (PS)	10,315	10,425	10,791	10,742	-50	-0.5
20 Supplies and Materials	86	126	40	25	-15	-37.9
30 Energy, Comm. and Bldg Rentals	95	88	103	124	22	21.1
31 Telephone, Telegraph, Telegram, Etc	71	140	73	240	167	230.3
32 Rentals - Land and Structures	65	91	106	283	176	166.1
33 Janitorial Services	0	72	72	97	25	34.7
34 Security Services	0	101	109	138	29	27.0
40 Other Services and Charges	1,985	1,787	362	149	-214	-59.0
41 Contractual Services - Other	19	1,268	849	145	-704	-82.9
70 Equipment & Equipment Rental	200	596	130	156	27	20.4
Subtotal Nonpersonal Services (NPS)	2,521	4,267	1,843	1,356	-487	-26.4
Total Proposed Operating Budget	12,836	14,693	12,634	12,098	-537	-4.2

Table P00-3

FY 2004 Full-Time Equivalent Employment Levels

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
General Fund						
Local Fund	151	155	163	163	0	0.0
Total for General Fund	151	155	163	163	0	0.0
Intra-District Funds						
Intra-District Fund	3	3	3	5	2	66.7
Total for Intra-District Funds	3	3	3	5	2	66.7
Total Proposed FTEs	154	158	166	168	2	1.2

Proposal contracts is 90 and 150 days, respectively.

- By 2005, implement five Integrated Product Teams (commodity buying groups).
- By FY 2004, Service Level Agreements are in place on time for 95 percent of the agencies under the procurement authority of OCP.
- By FY 2006, 70 percent of internal and external customers surveyed indicate a positive response with respect to access to and availability of procurement information.
- By FY 2006, performance standards are established for 100 percent of OCP's contracting positions.
- By FY 2006, OCP has a competency-based training and education workplace learning system that addresses documented employee skills gaps, continuing education needs and career development activities for all procurement personnel.

Gross Funds

The proposed budget is \$12,097,571, representing a decrease of 4.2 percent from the FY 2003 approved budget of \$12,634,462. There are 168 total FTEs for the agency, an increase of two, or 1.21 percent, from FY 2003.

General Fund

Local Funds. The proposed budget is \$11,681,617, a decrease of \$707,846 from the FY 2003 approved funding level of \$12,389,463. There are 163 FTEs funded by Local sources, representing no change from FY 2003.

Changes from the FY 2003 approved budget are:

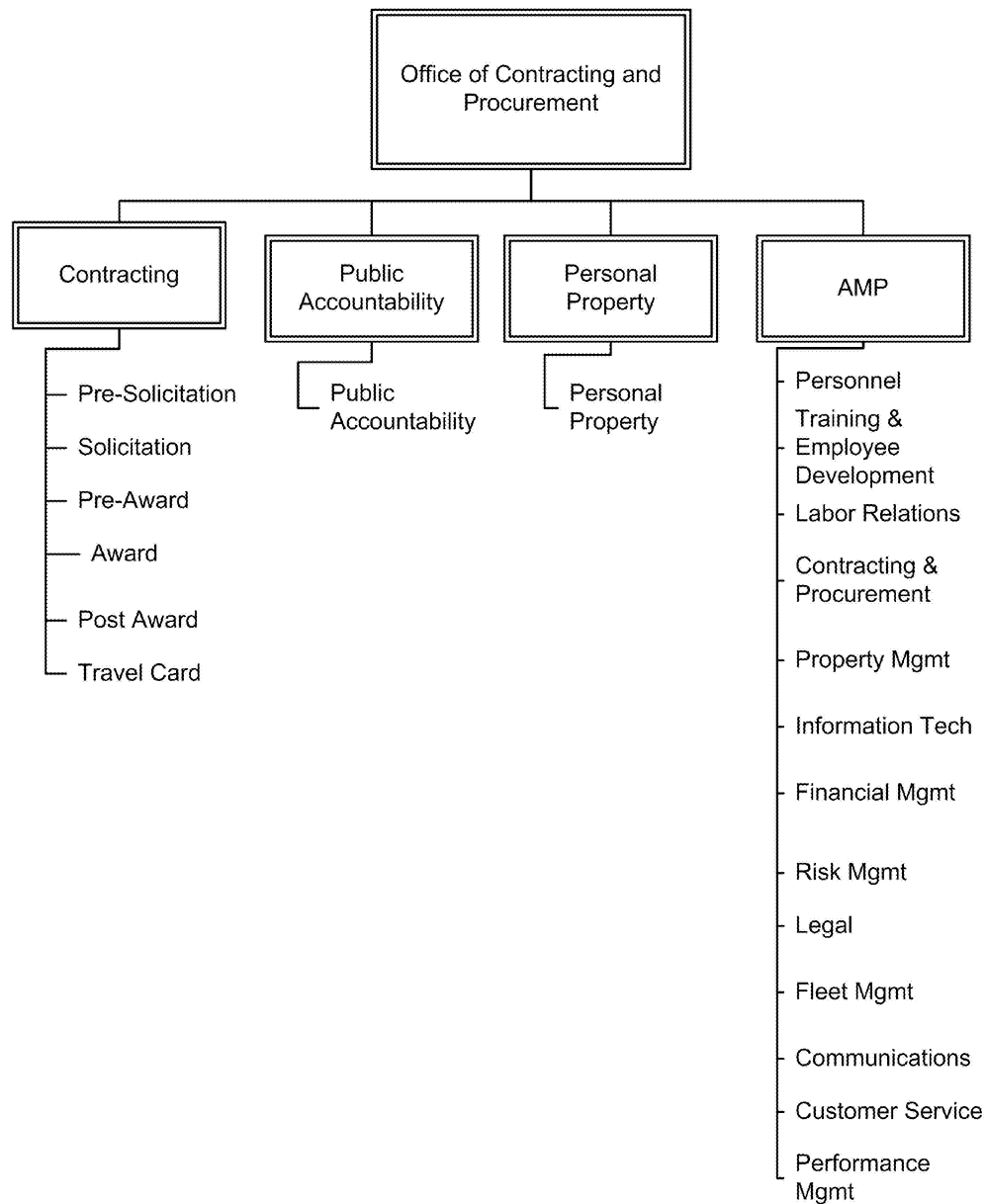
- A reduction of \$754,000 in personal services reflecting gap-closing measures for FY 2004. Reduction includes the freezing of nine positions.
- An increase of \$533,416 in personal services based on grade and step increases and the alignment of salaries and fringe benefits to the Schedule A.
- A reduction of \$704,397 in contractual services that includes information technology contract services.
- An increase of \$450,530 in fixed costs, primarily for rent and telecommunications.
- A reduction of \$219,560 in other services and supplies and materials.
- A reduction of \$69,680 in nonpersonal services reflecting gap-closing measures for FY 2004.
- An increase of \$55,845 in security services and equipment.

Intra-District Funds

The proposed budget is \$415,954, an increase of \$170,955 over the FY 2003 approved budget of \$244,999. There are five FTEs supported by Intra-District sources, an increase of two over FY 2003. Intra-District will be used to support capital projects within the Office of the Chief Technology Officer.

Figure P00-1

Office of Contracting and Procurement



Changes from the FY 2003 approved budget are:

- An increase of \$170,955 for two additional positions to provide capital contractual support to the Office of the Chief Technology Officer.

Programs

The Office of Contracting and Procurement operates the following programs:

Contracting

	FY 2003*	FY 2004
Budget	\$8,081,802	\$7,489,396
FTEs	112	115

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Contracting** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of the program is to provide acquisition services to District government agencies so they can have the supplies and services they need to achieve their missions.

This program has seven activities:

- Pre-solicitation - provides contracting management expertise and coordination to program managers so they can use the information to allocate resources and plan procurements in a timely manner.
- Solicitation - provides solicitation preparation and posting services to District agencies so they can acquire goods and services through a competitive process.
- Pre-award - provides Vendor Selection and Compliance Services to OCP Contracting Officers so they can make timely, cost-effective and defensible procurement decisions.
- Award - provides contract execution and delivery services to customer agencies so they can have the goods and/or services they need to fulfill their mission in a timely and cost-effective manner while supporting the use of local, small, and disadvantaged business enterprises (LSDBE).
- Post-award - provides contract administration (DCSS), management and maintenance services to program managers so they can have the goods and services they need to fulfill their missions on a continuous basis.
- Travel Card - provides travel cards and support services to District agency personnel so they can make travel arrangements and payments in a seamless, expeditious, cost-effective and legal manner.
- Purchase Card - provides procurement card and support services to District Agency personnel so they can buy small dollar value goods and services expeditiously and in a cost-effective and legal manner.

Key initiatives associated with the Contracting program are:

- Implementing electronic procurement, and the Administrative Services Modernization Program (ASMP).

- Expanding the D.C. Supply Schedule capacity and utilization.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 1: Contracting

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Tracy Usry, Acting Deputy Chief Procurement Officer; Willard Walton, Assistant Director, Human Services Cluster; Gregory Dean, Associate Director of Purchasing Technologies; Brenda Tobe, Assistant Director Business Operations
Supervisor(s): Jacques Abadie III, Chief Procurement Officer

Measure 1.1: Percent of pre-solicitation services completed within 60 days of receipt of an acceptable Statement of Work (SOW)

	Fiscal Year	
	2004	2005
Target	50	60
Actual	-	-

Measure 1.2: Percent of targeted vendors responding to solicitations

	Fiscal Year	
	2004	2005
Target	40	50
Actual	-	-

Measure 1.3: Percent of procurement packages approved for award

	Fiscal Year	
	2004	2005
Target	70	80
Actual	-	-

Measure 1.4: Percent of goods and services provided within specified time frames

	Fiscal Year	
	2004	2005
Target	60	70
Actual	-	-

Measure 1.5: Percent of options exercised within specified time frames

	Fiscal Year	
	2004	2005
Target	50	65
Actual	-	-

Measure 1.6: Percent of travel cost savings attributable to travel card usage

	Fiscal Year	
	2004	2005
Target	5	7
Actual	-	-

Measure 1.7: Percent of cost savings attributable to purchase card usage

	Fiscal Year	
	2004	2005
Target	10	15
Actual	-	-

Public Accountability

	FY 2003*	FY 2004
Budget	\$519,249	\$519,249
FTEs	6	6

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Public Accountability** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. This program has one activity:

- Public Accountability - provides full disclosure of procurement information to the public so they can be informed that the procurement function is open, fair and impartial.

Key initiatives associated with the Public Accountability program are:

- Making current data on contracting forecasts, solicitations, awards, and other information available to the public on OCP's website and in hard copy.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 2: Public Accountability

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Janis Bolt, Associate Director, Supplier Relations and Communications

Supervisor(s): Jacques Abadie III, Chief Procurement Officer

Measure 2.1: Percent of vendors surveyed who indicate OCP is open, fair and impartial regarding the procurement process

	Fiscal Year	
	2004	2005
Target	30	50
Actual	-	-

Personal Property Division

	FY 2003*	FY 2004
Budget	\$372,589	\$372,589
FTEs	8	8

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Personal Property** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. This program has one activity:

- Personal Property - provides personal property management, reutilization and disposal services to District agencies and eligible not-for-profits organizations so they can dispose of and acquire excess/surplus personal property.

Key initiatives associated with the Personal Property Division program are:

- Implementing a toner cartridge recycling program.
- Automating the personal property inventory system.
- Training of agency accountable property officers

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 3: Personal Property

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Canardo Richardson, Property Disposal Officer

Supervisor(s): Jacques Abadie III, Chief Procurement Officer

Measure 3.1: Percent of District agency property disposal actions (PDA) completed within 5 days of receipt

	Fiscal Year	
	2004	2005
Target	40	60
Actual	-	-

Measure 3.2: Percent of District agencies and not-for-profits that received excess/surplus property transfer orders within 48 hours of request

	Fiscal Year	
	2004	2005
Target	60	70
Actual	-	-

Agency Management

	FY 2003*	FY 2004
Budget	\$3,660,822	\$3,716,337
FTEs	40	39

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Agency Management** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of the program is to provide the operational support to the agency so they have the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

A key initiative associated with the Agency Management program is:

- Implementing an internal Recommendation Tracking System to enhance compliance with audit recommendations.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 4: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Carliss Barnett, Acting Human Resources Manager; William Russell, Training Director; Donna Fortune, Program Manager, Procurement Administration; Dwayne Paxton, IT Services Program Manager; Tracy Usry, Acting Deputy CPO, Assistant Director Public Safety Cluster

Supervisor(s): Jacques Abadie III, Chief Procurement Officer

Measure 4.1: Percent of OCP's activities with long-range IT plans

	Fiscal Year	
	2004	2005
Target	95	95
Actual	-	-

Measure 4.2: Percent variance of estimate to actual expenditure (over/under)

	Fiscal Year	
	2004	2005
Target	5	5
Actual	-	-

Measure 4.3: Percent reduction of employee lost work-day injury cases agency-wide as compared to FY 2003 baseline data (baseline data will be compiled during the fiscal year)

	Fiscal Year	
	2004	2005
Target	-10	-10
Actual	-	-

Measure 4.4: Rating of 4-5 on all four telephone service quality criteria:

1) Courtesy, 2) Knowledge, 3) Etiquette, and 4) Overall Impression

	Fiscal Year	
	2004	2005
Target	4	4
Actual	-	-

Measure 4.5: Percent of Key Result Measures achieved

	Fiscal Year	
	2004	2005
Target	70	70
Actual	-	-

